

From: Bassler, Loretta Faye
Sent: Monday, April 29, 2024 2:47 PM

Subject: Grant Submission Planning and Sponsored Programs Proposal Submission 5 Day Advance Completion Policy

Dear Internal Medicine Research Faculty, Staff, Administrators and Assistants,

Recently we've had a large number of last minute proposals going out that have required both Sponsored Programs and my office to stop everything to help you. Please be reminded of **the five day internal deadline policy** from the Office of the Vice President for Research listed below. In FY23, the departmental research office approved over 850 routing forms. Not every one of those was a new grant, but many were!

Please notify me directly when you plan to submit a grant. I would like to meet to review the instructions, prepare the budget, discuss a completion timeline and explain internal requirements for processing. We are here to assist you but we cannot do that effectively if you do not advise us of your plans in advance.

If you are staff, please alert me whenever your faculty notify you about a grant.

<https://dsp.research.uiowa.edu/ui-routing-policy-procedure> "The University of Iowa requires its faculty, staff, and students to route external funding requests and related documents through departmental, collegiate, and institutional channels for review and approval prior to submission to an external funding source, reaching the Division of Sponsored Programs for review and handling **at least five working days in advance of the sponsor's submission deadline**. The Division of Sponsored Programs offers no exceptions to this internal routing deadline. The Principal Investigator or Departmental Administrator should monitor any routing-in-progress to ensure compliance with the deadline."

That said, we also make sure every proposal is submitted even if the routing is at the very last minute. Please try to help decrease the stress level created by last minute submissions.

Thank you,
Lori

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